## **Negotiation Preparation Form**

My Interests	Their Interests	My Resources & Capabilities	Their Resources & Capabilities	Value-Creating Options  Considering interests (including time preferences and risk tolerances), resources, capabilities, and predictions, identify some possible value-creating options.
List your interests.		List what you might bring to the table to create value.	List what they might bring to the table to create value.	creating options.
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## **Negotiation Preparation Form – Page 2**

Altern	natives	Communication			
My Alternatives	Their Alternatives	Information to Learn	Information to Convey		
List what you can do to meet your interests if you walk away. Circle your best alternative (BATNA).	List what they can do to meet their interests if they walk away. Circle their best alternative (BATNA).	What do you need to learn from the other side to better understand their perspective? What questions will you ask?	What's your perspective? How can you assert that perspective effectively? What do you want the other side to know by the end of the negotiation?		
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	imacy	Relationship	Commitment		
List the norms, standards, or criteria th	at might be relevant in this negotiation.	How would you describe the existing relationship? Are there any relationship problems to address, and if so how will you manage those problems? What can you do in the negotiation to improve the relationship?	What level of agreement do you hope to achieve at the end of this negotiation? A final agreement? A list of follow-up tasks? A framework agreement? An agreement to meet again? What are the issues that you must cover in this negotiation?		
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• What is your aspiration outcome – best case scenario?					
• What is your target outcome – most likely achievable?					
What is your walk away point – when you will leave the table?					

